

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE05935954D**

**Opening Date:** October 24, 2005

**Closing Date:** November 23, 2005

**Position:** Public Affairs Officer, GS-1035-13/FPL: 13

**Salary:** \$74,782 - \$97,213 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Public Affairs Office

**Duty Station:** Baltimore, MD

**Position Status:** This is a permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** Directs the public affairs program with responsibility for devising and carrying out a fully developed public information program to inform the general public of the Districts programs, prevent misconceptions on new and complex projects, and to avoid or improve public relation problems. Serves as the Corps spokesperson, and addresses the most difficult and complex problems. These problems affect the social and economic well being of substantial numbers of people, involve national media attention and often hold political interest and involve specialized or general publics that are actively opposed to certain agency activities. Analyzes immediate and time-phase public information and formulates programs. Arranges open houses, inspection trips, guided tours, news conferences and special briefings. Drafts speeches, remarks, articles and briefing material. Responds to inquiries from the general public, various interest groups, and organizations concerning Corps policies, activities, etc.

**About the Position:** This position is located at the Baltimore District, Corps of Engineers, headquarters located in the City Crescent Building, 10 South Howard Street, in downtown Baltimore, Maryland.

The primary purpose of this position is to design and plan the public affairs program to provide information to various and diverse publics on District programs and projects. The incumbent develops informational strategies to effectively communicate and convey information to the public, organized groups, etc., to achieve understanding or prevent misconceptions concerning District programs. These efforts impact the success and acceptance of the Districts Civil and Military work programs, and the publics view of the Corps of Engineers.

**Who May Apply:**

- This is a Delegated Examining Announcement open to all US Citizens.

- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:**

One year of Specialized Experience equivalent to the GS-12 grade level in the Federal Service is required to qualify for the GS-13.

**SPECIALIZED EXPERIENCE:** Qualified applicants for this position must show in their resumes that they meet the minimum qualifications described below and have training or experience in the following areas: 1) Mastery of communications principles, methods, practices and techniques, analytical methods, and interpersonal relations practices to routinely serve as the agency spokesperson without prior approval from higher headquarters. Addresses the most difficult and complex public affairs problems associated with the agency mission. These problems affect the social and economic well-being of substantial numbers of people, involve national media attention and political interest and involves specialized and general publics that are opposed to certain agency activities. 2) Skill in developing written materials designed to present ideas in new ways that will gain acceptance among publics varying levels of comprehension and resistance to the agency's program objectives. 3) Skill in making oral presentations or training others to conduct meetings designed to obtain public input on program issues and develop a consensus position from among divergent viewpoints. 4) Ability to analyze conflicting data and summarize recommendations on program changes, giving consideration to various points of view and specifying reasons for acceptance or rejection of input. 5) Ability to establish and maintain an effective working relationship with local and national media representatives and community groups. 6) Ability to apply a variety of analytical techniques in gathering, analyzing and evaluating complex data and develop recommendations for the Commanders consideration.

KSAs are not used. Applicants will be rated against the RESUMIX Job Search Criteria which is chosen by the selecting official.

**COMMENTS:** (1) This position has been designated as a Drug Testing position. Candidate selected for this position must pass a drug test before assignment to the position and once assigned, is subject to unannounced random drug testing. (2) Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and awards history, membership in relevant societies, and professional registration/license, if applicable. (3) The selected candidate may be entitled to a Recruitment or Relocation Bonus.

GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

**Other Information:**

- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)
- This is a Career Program Position (CP). # 22
- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 20 percent.

**Other Advantages:** The Baltimore District provides a subsidy for those who elect to use public transportation.

Please visit the Baltimore District website at: [www.nab.usace.army.mil](http://www.nab.usace.army.mil)

**Other Requirements:**

- Must comply with Drug Abuse Testing Program requirements.
- Must be able to obtain and maintain a Secret security clearance.
- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- One-year supervisory probationary period required.
- You may claim Military Spouse Preference.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- One year trial/probationary period may be required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination

process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

#### **RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

#### **SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhpc.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

**APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

**Point of Contact:**

Central Resume Processing Center, 410-306-0137, [applicanthelp@cpsrxtp.belvoir.army.mil](mailto:applicanthelp@cpsrxtp.belvoir.army.mil)

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.